



## Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

## Recreation Maintenance Steward

Recruitment #2012-01-7138

**JOB CLASSIFICATION:** Natural Resource Specialist 1

**SALARY RANGE:** \$2,855 – \$3,726 per month  
(\$2,769 – \$3,614 with 3% temporary reduction)

**Important Note:** From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions. For specific information on the Temporary Salary Reduction, [click here](#).

**TYPE OF POSITION:** Permanent, Full-time. This position is represented by the WPEA.

**Important Note:** Once appointed to this position the incumbent will be required to pay union dues or other representation fees within the first 30 days of employment.

**LOCATION:** Forks, Washington

**CLOSES:** Open until filled; First review begins January 24, 2012

### POSITION PROFILE:

Under the direction of the Region Property and Acquisition Specialist:

- This position will be responsible for the construction and maintenance of all recreation trails and facilities, with a particular emphasis on recreation facilities, within their assigned geographic area.
- This position will be responsible for the field operations of the region's outreach and education efforts including the volunteer program, organized events, user groups, neighbors and community education.
- This position will be actively involved with project development, grant development and implementation, and the region's law enforcement program as it pertains to public use.

### REQUIRED QUALIFICATIONS:

- Demonstrated ability to develop, coordinate and implement work projects with groups of people.
- Demonstrated ability to direct and perform physical labor, including the design, installation and construction of recreation facilities such as trails, bridges, tables, small buildings, signs and the like.
- Good written, oral, and public communication/presentations skills including the ability to work with volunteers.
- Demonstrated fluency in current word processing, spreadsheet, and presentation software.
- Ability to keep track of expenditures and manage within budget.
- Ability to diffuse difficult situations involving individuals and/or groups and resolve conflicts.

### DESIRABLE QUALIFICATIONS:

- Familiarity with the principles and practices of recreation management, and how public involvement fits into the landscape.
- Knowledge of DNR and USFS trail design standards; maintenance standards and various maintenance activities associated with recreation facilities, including trails, trailheads, campgrounds and day-use facilities; and methods and practices of construction activities.
- Knowledge of grants, processes, and procedures.
- Knowledge of contracts and contract management.
- Familiarity with Washington Department of Natural Resources public use and trust land management responsibilities and practices.

## EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process or those needing this announcement in an alternative format may contact DNR Recruiting staff (360) 902-1350 or (360) 902-1228. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

- Experience operating and maintaining ORVs
- Ability to operate off road motorcycle and ATV on forest trails.

## SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to work alone and independently in remote locations.
- Ability to work on uneven terrain in all weather conditions.
- Must be able to work week-ends during peak recreation season as needed.
- May be required to pass a criminal background check.
- Must have a valid driver's license and have at least 2 years of driving experience.
- Incumbents will be required to pass the forest warden and police power training
- Within 1 year of hire, must attend, complete and pass an off road motorcycle and ATV safety program and demonstrate the ability to ride off road as needed.
- Must be at least 18 years of age at the time of hire.

## WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

## APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#) **AND** Resume
- The names of three professional references.
- An online **voluntary** [Applicant Profile Questionnaire](#). (This form is not required and is submitted online. Please do **not** print out and send in with application materials).
- Finalists will be asked to provide an employment/commercial driving record issued from the state in which you are currently licensed.

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

**Electronic method preferred**

[olympicregionjobs@dnr.wa.gov](mailto:olympicregionjobs@dnr.wa.gov)

**OR other method**

Cindy Sanders, HRCA  
Department of Natural Resources  
411 Tillicum Lane  
Forks, WA 98331

**NOTE: Please indicate Recruitment #2012-01-7138 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Cathy Baker at (360) 374-2860 or e-mail us at [olympicregionjobs@dnr.wa.gov](mailto:olympicregionjobs@dnr.wa.gov)